

The City of Renton is accepting applications for

CIVIL ENGINEER I-II

(Represented by 2170 AFSCME)

Salary Range: \$4,272 - \$5,745 per month (DOQ)

Date Opened: February 9, 2007

Date Closed: February 26, 2007

APPLICATION PROCEDURE

To be considered for this position in the Planning/Building/Public Works Department, complete and return a City of Renton Application, Cover Letter, Resume, and writing sample (one to five page letter, staff report, other work-related writing or research paper) on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. Postmarks are not accepted. Applications that are faxed or emailed will not be accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

In the Planning/Building/Public Works Department: Development Services Plan Review & Inspections Section under the direction of the Development Engineering Supervisor: Performs a variety of specialized and technical duties in the field of Civil Engineering related to project/plan review, utility coordination, permit issuance and project management duties primarily for private development. Provides customer service support to the Public Works counter as needed. The open position is a Civil Engineer I or II depending on qualifications.

DISTINGUISHING CHARACTERISTICS

The Civil Engineer I is the entry level professional classification and performs engineering tasks and plan review functions within a specialty area. The Civil Engineer II exercises considerable independence in performing engineering studies and projects, assessing technical data or engineering plans and performing engineering tasks and plan review functions in a specialty area.

REPRESENTATIVE DUTIES - Civil Engineer I and II

- Evaluate utilities, road, drainage and general site work for plats, commercial, multi-family and city initiated projects.
- Review work in City Rights-of-Way for compliance with applicable City codes, ordinances and regulations.
- Issue permits for off/on site improvements and review construction schedules and project management submittals: review engineering cost estimates for project development.
- Manage projects through the construction phases to completion; monitor contractors and developers with projects in progress to assure compliance with bid specifications and applicable laws and codes.
- Review requests for deferrals and variances to plans and projects and present recommendations to the Development Services Manager; review project cost estimates and calculate bonding requirements; review City codes, ordinances, policies and procedures to the deferral/variance process.

- Review and respond to public requests and complaints; investigate issues involved and recommend appropriate corrective action.
- Review civil engineering construction plans and documents for conformance to City design and construction standards, codes and ordinances including SEPA.
- Communicate with engineers, contractors, and City personnel to coordinate work activities and exchange technical information and work activities.
- Interpret and explain City, state, federal and APWA codes, ordinances, specifications policies, procedures and standards; coordinate projects, develop and maintain a records and filing system related to public work's issues.
- Write up and approve permits, calculate fees, conduct pre-construction conferences and explain permit conditions to applicant as required; operate a computer, work with permit tracking system.
- Review and respond to public requests and complaints regarding assigned areas and engineering-related matters; assist the public by reviewing plans and communicating issues relevant to plans and applications; investigate issues involved and recommend appropriate corrective action.
- Prepare and maintain a variety of office and engineering records and reports related to civil engineering projects and activities; assist in the preparation and update of annual reports and budgets; prepare and file expenditures and progress reports.
- Perform related duties as assigned.

Civil Engineer I

- Perform a variety of technical duties in the review of civil engineering projects such as structures, traffic signals, streetlights, streets, water and wastewater to assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices.
- Compile information and prepare reports concerning projects and related activities for review by superiors; maintain various records and files as required.

Civil Engineer II

- As above and in addition, perform a variety of independent and specialized activities involved and related to specific engineering studies and capital improvement projects.
- Interpret, apply and explain codes, rules, regulations, policies and procedures.
- Prepare formal presentation and oral reports and present reports to various citizen and special interest groups and committees.
- Provide leadership and project management for private development projects; answer technical questions and resolve issues and concerns with the public, contractors and outside agencies.

(Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.)

KNOWLEDGE OF

Interpersonal skills using tact, patience and courtesy; record keeping and plan interpretation techniques; computer software and hardware; fundamental principles and practices of various aspects of civil engineering and land use.

ABILITY TO

Compile and analyze technical information, maps, research data and other pertinent data; establish and maintain cooperative and effective working relationships with others; operate a computer.

WORKING CONDITIONS

Work is performed in an office environment and/or the field.

MINIMUM REQUIREMENTS

Bachelor's degree in Civil Engineering or related field; or any equivalent combination of education, training, experience, knowledge, skills and abilities that would allow an individual to proficiently perform the duties of the position. The open position is a Civil Engineer I or II depending on qualifications and years of responsible engineering experience. Utility or Land Use experience desirable.

LICENSES AND OTHER REQUIREMENTS

Valid Washington State driver's license.

SELECTION PROCEDURE

Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application and answering the skill sheet will be invited to participate in a competitive selection process consisting of an oral interview scheduled for March 7, 2007. A writing assignment will be administered with the oral interview for advisory purposes. The pass point for the oral interviews is 70%. Following the competitive process, an eligibility list may be established. The top candidates on the eligibility list may advance for further consideration.

If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 along with the Veterans Status form to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-2/07/bcs.*